



HEADQUARTERS  
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17 October 2005

MEMORANDUM FOR CAP/AK WING SQUADRONS

FROM: CC

SUBJECT: Alaska Wing Policy No. 9  
Radio Operator Training

1. In accordance with CAPR 100-1, as revised and reissued on 1 August 1996, provides for the training and certification of radio operators. This policy sets out the requirements and procedures to be used by all Alaska squadrons to carry out certain sections of CAPR 100-1.

**2. Requirements for Operating a CAP Radio Station (section 5-1 of CAPR 100-1):**

Members are authorized to operate CAP radio stations upon certification by Wing or higher authority. Application for certification may be made after attending a communications orientation class. At Wing level and below, this class is conducted under the oversight of the Wing Director of Communications who will designate qualified trainers within the Wing.

*Procedure: Each squadron, which wishes or intends to conduct a communications orientations class, shall submit the names and qualifications of trainers who will conduct such classes to the Director of Communications. Based on this and any other pertinent information, a list of designated trainers shall be issued and maintained by the Director of Communications. Beginning 1 July 1998 only designated trainers shall be accepted to forward recommendations for authorization of Radio Operators.*

3. The orientation class will be composed of the following topics as a minimum:

Part 1. Standard Operating Procedures. Basic familiarization and demonstration of do's and don'ts including:

- a. Calling and answering
- b. Use of call signs
- c. Operating the radio
- d. Basic prowords Prohibitions
- e. National communications policies

Part 2. Local Operating Procedures: Basic familiarization with the specifics applicable to the local area in which the communications user will operate including information such as:

- a. Location and use of local repeaters
- b. Local operating practices
- c. Special local procedures
- d. Local net schedules
- e. Region, Wing and local policies

The entire orientation should take no more than 1 to 2 hours. **There is no test. Trainees** are certified upon the recommendation of the instructor to the Wing Director of Communications.

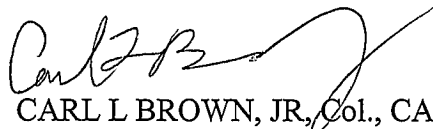
#### 4. Certification (section 5-2 of CAPR100-0)

Upon completion of the communications orientation class, the class instructor forwards the recommendation for authorization up to Wing or higher authority. Proof of this class must be retained in the individual's personnel records and furnished to the appropriate Wing/Region officials upon request. When satisfied with the qualifications, the Director of Communications issues a Radio Operator Authorization, CAPF76. This authorization must be in the operator's possession when operating CAP radio equipment or when operating an CAP radio frequencies.

*Procedure: At the completion of each communications orientation class, the designated trainer shall forward to the Director of Communications a filled-out copy of the attached form. Alternately, the information on this form may be forwarded via email to the following address: [gdoggett@jpo.doi.gov](mailto:gdoggett@jpo.doi.gov)*

*Upon receipt of all required information, the Director shall check the active membership status of each certified name, and once verified shall issue to the member's squadron Communications Officer a Radio Operator Authorization, CAPF76.*

The effective date of all provisions of this policy is 1 July 1998, although all squadrons are encouraged to begin using them immediately.

  
CARL L BROWN, JR., Col., CAP  
Commander